TRANSFER OF DATA

LOS ALAMOS QUALITY PROGRAM
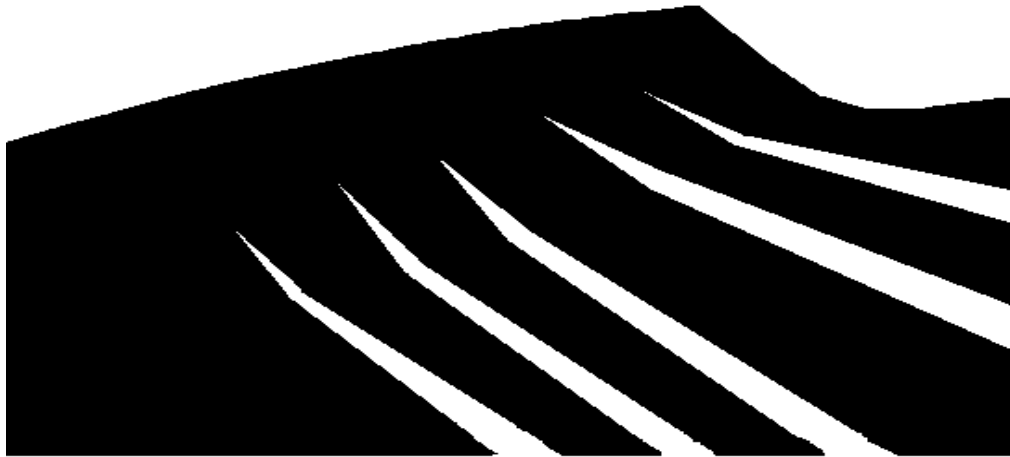
APPROVAL FOR RELEASE

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Los Alamos
Yucca Mountain Site Characterization Project

HISTORY OF REVISION

REVISION NO.	EFFECTIVE DATE	PAGES REVISED	REASON FOR CHANGE
R0	07/10/92	N/A	Supersedes TWS-QAS-QP-08.2, R0.
R1	01/31/94	All	Rewrite to include QARD requirements.
R2	08/01/94	All	To address RTN review comments.
R3	09/05/95	All	Complete rewrite to incorporate new data management process.
R4	08/08/96	All	Address revised QARD requirements and to clarify the process.
R5	01/21/97	4 & Att. 1	Minor non-substantive editorial change to clarify definition and modified form for better use.

Los Alamos
Yucca Mountain Site
Characterization Project

TRANSFER OF DATA

1.0   PURPOSE

This procedure describes the process used to track and submit technical data from Los Alamos National Laboratory (Los Alamos) Yucca Mountain Site Characterization Project (YMP or Project) to the Project's Automated Technical Data Tracking System and technical database.

2.0   SCOPE

2.1   This procedure governs data submitted by Los Alamos YMP scientific investigators.

2.2   This procedure applies to Los Alamos and subcontractor YMP personnel (hereafter referred to as YMP personnel) working under the Los Alamos YMP Quality Assurance Program.

3.0   REFERENCES

LANL-YMP-QP-03.23, Preparation and Review of Technical Information Products and Study Plans
LANL-YMP-QP-17.6, Records Management
YAP-SIII.3Q, Processing of Technical Data on the Yucca Mountain Site Characterization Project

4.0   DEFINITIONS

4.1   Acquired Data

The result of obtaining, recording, and documenting technical data during a data-gathering activity. Technical data become acquired data only after the data have been documented and the technical review has been performed. Acquired data, in most cases, are technical data gathered from raw data, scientific notebook entries, preliminary milestone reports, or other initial YMP-generated information.

4.2   Automated Technical Data Tracking (ATDT) System

An information management system designed to track data resulting from data acquisition and development activities.

4.3   Data Records Package

A records package consisting of technical data, a Technical Data Information Form (TDIF), and any other pertinent supporting information.

4.4 Data Submittal Package

A package that consist of technical data to be incorporated into the Technical Database. A package consists of, as a minimum, the data, the completed TDIF, the Technical Data Supplement (TDS), and supporting documentation.

4.5 Data Tracking Number (DTN)

A unique identifier assigned, by the Technical Data Coordinator, to acquired and developed data to provide traceability of the data and facilitate its tracking and retrieval. DTNs use the format "AAXXXXXXXXXXXX.YYY": where "AA" is a two letter prefix identifying the YMP participant (e.g., LA=Los Alamos); "XXXXXXXXXXXX" is a unique 12-character field identifying the investigator, the Site Characterization Plan Baseline, the acquired/developed data, the qualified/not qualified data, and the calendar year (e.g., LASC831321DQ96); and "YYY" is a three-digit sequential number.

4.6 Developed Data

The result of reducing, analyzing, or interpreting acquired data. Developed data, in most cases, are the final results of an investigation. Developed data are assigned a data tracking number only after technical reviews have been performed. If the developed data are contained within a technical information product (TIP), then the data tracking number will be assigned after technical reviews are completed and comments have been addressed in accordance with QP-03.23.

4.7 Qualified Data

Qualified data are technical data acquired or developed for the YMP under a Nuclear Regulatory Commission approved quality assurance program (January 22, 1991, for Los Alamos) or qualified in accordance with appropriate YMP procedures. Data cannot be classified as "qualified" if derived from unqualified data sources or samples.

4.8 Technical Data

Scientific, environmental, engineering numerical values, or factual information generated by any Los Alamos YMP scientific investigation that results from scientific investigation activities, including information extracted from referenced sources and performance assessment analysis. Data can be qualitative, quantitative, or graphic. Samples (e.g., core, soil, grab, water) are not in and of themselves technical data.

4.9 Technical Database

A YMP database that serves as a repository for the regional and site-specific technical data required in intermediate and license application analyses and models. The YMP database is referred to as the Geographic Nodal Information

Study and Evaluation System (GENISES) and is comprised of tabular data and data associated with locational features, including data from environmental, geology, hydrology, seismology, social economics, transportation, and related studies of the Yucca Mountain Site.

4.10 Technical Data Information Form (TDIF)

A YMP form to document bibliographic information related to YMP technical data that are tracked in the ATDT system. This form is generated from the ATDT and is controlled in accordance with YMP record management procedures.

4.11 Technical Data Supplement

A Los Alamos form used to provide information so the data can be traced to its supporting documentation.

4.12 Unqualified Data

Unqualified data are data developed prior to the implementation of an NRC-approved quality assurance program that meets Office of Civilian Radioactive Waste Management requirements or data developed outside an approved NRC Quality Assurance Program, such as data developed by oil companies or universities or published in technical or scientific publications. Information accepted by the scientific and engineering community as established fact is not considered unqualified data.

5.0 RESPONSIBILITIES

The following personnel are responsible for activities identified in Section 6.0 of this procedure:

- Investigator
- Technical Data Coordinator

6.0 PROCEDURE

The use of this procedure must be controlled as follows:

- If this procedure cannot be implemented as written, YMP personnel should notify appropriate supervision. If it is determined that a portion of the work cannot be accomplished as described in this QP, or would result in an undesirable situation, that portion of the work will be stopped and not resumed until this procedure is modified or replaced by a new document that reflects the current work practice.

- YMP personnel may use copies of this procedure printed from the controlled document electronic file; however, YMP personnel are responsible for assuring that the correct revision of this procedure is used.

- When this procedure becomes obsolete or superseded, it must be destroyed or marked "superseded" to ensure that this document is not used to perform work.

6.1   Identification of Acquired/Developed Data

The **investigator** preparing the TIP obtains a Los Alamos Data Tracking Number (DTN) when a TIP contains unique site characterization data.

6.1.1   The **investigator** notifies the Technical Data Coordinator when a draft TIP containing acquired or developed data has received the technical review (per the requirements of QP-3.23) or when acquired or developed data has been obtained that may be candidate data for the YMP technical database.

6.1.2   If the investigator and Technical Data Coordinator agree that the data should be identified in ATDT, the **investigator** forwards a copy of the acquired or developed data and a completed copy of Attachment 1 to the Technical Data Coordinator.

   NOTE: Attachment 1 is not necessary if the developed data are traceable to their supporting documentation through the acquired data DTN(s).

6.1.3   The **investigator** and the **Technical Data Coordinator** complete a draft TDIF, parts I and II.

6.1.4   If the investigator and Technical Data Coordinator agree that the developed data should be submitted to the GENISES, the **investigator** and the **Technical Data Coordinator** also complete part III of the draft TDIF.

6.1.5   The **Technical Data Coordinator** reviews Attachment 1 for completeness, as applicable.

6.1.6   The **Technical Data Coordinator** assigns a DTN.

6.2   Tracking of Acquired/Developed Data in ATDT

6.2.1   The **Technical Data Coordinator** enters the information from the draft TDIF into ATDT.

6.2.2   Upon acceptance of the ATDT entry by the ATDT administrator, the **Technical Data Coordinator** generates the TDIF from ATDT.

6.2.3   The **Technical Data Coordinator** compiles a Data Records Package and submits it to a Los Alamos Records Processing Center in accordance with QP-17.6. The Data Records Package contains, at a minimum, the following information:

- the TDIF,

- the Technical Data Supplement (if applicable), and
- the data.

6.3 Submission of Acquired/Developed Data to the YMP Technical Database (TDB)

6.3.1 The **investigator** and the **Technical Data Coordinator** review the acquired or developed data and determine, by mutual agreement, what data need to be submitted to the GENISES. These data are identified in the Planning and Control System (PACS) as milestones, deliverables, and/or any supporting level-four technical data. The format and scope are outlined in YAP-SIII.3Q.

6.3.2 The **investigator** and the **Technical Data Coordinator** apply parameters and attributes to the data using the Technical Data Parameter Dictionary in accordance with YAP-SIII.3Q.

6.3.3 The **investigator** and **Technical Data Coordinator** compile a Data Submittal Package. This package contains, at a minimum, the following information:

- the transmittal letter (which contains a table of contents),
- the TDIF,
- the Technical Data Supplement (if applicable), and
- the data.

6.3.4 The **Technical Data Coordinator** forwards the Data Submittal Package to the **Technical Project Officer** for signature.

6.3.5 The **Technical Data Coordinator** submits the Data Submittal Package to the appropriate Technical Database Administrator in accordance with YAP-SIII.3Q.

6.3.6 The **Technical Data Coordinator** submits the Data Submittal Package to a Los Alamos Records Processing Center in accordance with QP-17.6.

6.4 Requesting Technical Data from the YMP Technical Database

6.4.1 The **investigator** consults the YMP Technical Data Coordinator to identify available data.

6.4.2 The **investigator** submits a typed request for information, which includes the requesters name, organization, address and telephone number, to the Technical Data Coordinator. The request includes at least one of the following for retrieving the requested data from the ATDT:

- title/description of Data,
- investigator,
- source DTN(s),

- TDIF(s),
- governing plan,
- YMP report number,
- participating organization generating data,
- parameter number and name, or
- acquisition/development start and end dates.

6.4.3 The **Technical Data Coordinator** forwards the request to the YMP Technical Database Administrator for data requested from the Technical Database.

6.5 Modifying Previously Submitted Data

6.5.1 The **investigator** notifies the Technical Data Coordinator whenever previously submitted acquired/developed data are found to be in error, superseded by more accurate data, or supplemented with additional data.

6.5.2 For changes to an existing TDIF:

6.5.2.1 The **investigator** forwards a copy of the revised technical data and a completed copy of Attachment 1 to the Technical Data Coordinator and identifies any changes that may be applicable to the existing TDIF.

6.5.2.2 The **Technical Data Coordinator** enters all subsequent modifications/corrections in the TDIF "comments" field and the ATDT TDIF History Table.

6.5.2.3 The **Technical Data Coordinator** submits all updated TDIFs to the RPC as corrections to the original data records packages.

6.5.3 For superseding data:

6.5.3.1 The **investigator** forwards a copy of the new technical data and a completed copy of Attachment 1 to the Technical Data Coordinator.

6.5.3.2 The **Technical Data Coordinator** enters the technical data that supersede data previously submitted as a new data submittal and adds the following statement in the TDIF "Title/Description of Data" field:

"These data supersede data previously identified by DTN(s): (list of the superseded DTN[s])."

6.5.3.3 The **Technical Data Coordinator** describes the difference between the superseded and superseding data in the "comments" field of the superseding data TDIF.

6.5.4   For superseded data.

6.5.4.1   The **Technical Data Coordinator** modifies the superseded TDIF(s) and the ATDT database by entering in the "Title∕Description of Data" field:

"These data have been superseded by data identified with DTN(s): (list of the superseded DTN[s])."

6.5.5   The **Technical Data Coordinator** notifies the Technical Database Administrator, in writing, of the scope of the modifications that affect existing GENISES submittals.

7.0   RECORDS

The following records resulting from this procedure are submitted to GENISES in accordance with YAP-SIII.3Q and to a Records Processing Center in accordance with QP-17.6.

7.1   The record package consists of:

- the TDIF,
- the Technical Data Supplement (if applicable),
- the data,
- modified data (if applicable),
- supporting documentation, and
- any pertinent information related to the data.

8.0   TRAINING REQUIREMENTS

8.1   Prior to conducting work described in Section 6.0, investigators and the Technical Data Coordinator require training to this procedure. The Technical Data Coordinator also trains to YAP-SIII.3Q.

8.2   Training is accomplished by "read only."

9.0   ATTACHMENTS

Attachment 1:   Technical Data Supplement (1 page)

TECHNICAL DATA SUPPLEMENT

THIS FORM PROVIDES TRACEABILITY OF THE DATA TO ITS SUPPORTING DOCUMENTATION.

DATE: _____ DTN#: _____

(To be assigned by Technical Data Coordinator)

PREPARED BY: _____

TITLE/SUBJECT: _____

_____

_____

THE FOLLOWING ITEMS CONTAIN SUPPORTING DOCUMENTATION FOR THE ATTACHED DATA SUBMITTAL. FILL IN THE BLANKS WITH AS MUCH INFORMATION AS POSSIBLE; IF THE INFORMATION DOES NOT APPLY TO A PARTICULAR SUBMISSION, MARK "N/A."

NOTEBOOK: _____

ID# and Page(s)

_____

ID# and Page(s)

_____

ID# and Page(s)

_____

ID# and Page(s)

PHOTOGRAPHS: _____

Identification   (if applicable)

MAPS: _____

Identification   (if applicable)

COMPUTER
FILES: _____

File name

OTHER
COMMENTS:

INVESTIGATOR

| _____ | _____ | _____ |
| Print name | Signature | Date |

TECHNICAL DATA COORDINATOR:

| _____ | _____ | _____ |
| Print name | Signature | Date |

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